

TAB E

## GUIDE LINES FOR PROPOSED FILES CLEANUP CAMPAIGN

### PURPOSE

Because of the Agency's real problems with excessive files, high equipment costs, and shortage of office space, the proposed files cleanup campaign is recommended to increase compliance with the already existing Records Disposition Program.

### SCOPE

The proposed campaign should:

- a. Develop a records consciousness among employees and supervisors.
- b. Increase general knowledge about Records Control Schedules and Area Records Officers.
- c. Bring a positive return to the Agency in more efficient and economical use of file equipment and space.

### tone

The Agency's Records Disposition Program has grown in stature the last five years. The value of good records management is too important to be possibly jeopardized by attempts at humor which might reflect adversely on the Management Staff and its program aims.

Although it is true that humorously presented publicity materials are more readily received, that fact does not preclude success for a direct, hard-hitting no nonsense campaign. This tempo and tone should be established at the outset and carried forward consistently throughout the campaign, with equal consideration given to the success of the campaign and the continued effectiveness of the Records Disposition Program.

### DETAILS

The proposed Files Cleanup Campaign should:

- a. Be announced by the DCI at his Senior Staff Meeting and in his letter to all employees.
- b. Be set in motion at staff meetings of DD/S, DD/I, and DD/P who would request active support of Operating Officials and their Supervisors.

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- c. Be personally organized and directed by each Operating Official in an official office notice.
- d. Be coordinated, evaluated, and reported by the Area Records Officers in each office.
- e. Be administered and publicized by the Records Management Staff.
- f. Include all headquarters personnel in every office.
- g. Include a physical examination of every drawer in every headquarters file.
- h. Extend over a period of about four weeks.

#### RESULTS

- a. Retire inactive records to the Records Center.
- b. Relocate, in less expensive office equipment, all needed files and material not requiring storage in safes.
- c. Destroy, in accordance with security and legal requirements, all materials of no further value.
- d. Return to stock all unused safes and file equipment.
- e. Publicize results.